

CITY OF AUSTWELL

P.O. Box 147
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THE CITY OF AUSTWELL CONSTRUCTION POLICY

1. Submit Statement of Intent outlining detailed description of proposed work and accompanied by windstorm engineered drawings for proposed project.
2. Building Official reviews and determines if permit is required and how many will be needed; communicates to City Secretary via Determination of Permit. City requires 10 workdays to respond to Statement of Intent.
3. Each individual contractor (electrical, mechanical, plumbing/fuel) must register with the city by completing a Contractor's Registration Application regardless of whether a permit is needed or not. Contractor's and Master's licenses (plumbing, electrical, HVAC) and driver's licenses must be obtained and proof of insurance provided. General Contractors only will pay the \$15 application fee. All other Contractors are not required to pay.
4. City Secretary will make copies of all documents and file in both address and specific contractor type file.
5. Each individual contractor submits Building Permit Application (building, culvert installation, electrical, demolition, HVAC, plumbing/fuel, moving a building/industrialized house, manufactured home). City Secretary provides each contractor with requirements for inspections needed.
6. City requires 48 hours for each response to inspect. Upon completion of inspections, Building Official submits Inspection Report to City Secretary outlining issues for improvement. City Secretary will make copy and file in both address and specific contractor type file, and provide to Contractor.
7. The City of Austwell requires a copy of the TDI building inspection prior to completing final City inspection.
8. Upon inspection, Building Official completes Inspection Report and returns to City Secretary. Building Official leaves Inspection Report Form at site of inspection.
9. Upon completion of all inspections, for transfer of power, or to activate power, property owner will complete Application for Power which City Secretary faxes to AEP.
10. Upon completion of all inspections, City Secretary issues Certificate of Occupancy to Refugio County Tax Office and issues Certificate of Occupancy.